

POSITION DESCRIPTION

1. Agency PDCN 70175000

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)		3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field		4. Empl Office Location		5. Duty Station		6. OPM Cert #	
		7. Fair Labor Standards Act Not Applicable		8. Financial Statements Required <input type="checkbox"/> Exec Pers Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens		13. Competitive Level	
								14. Agency-Use OFF, WO	

15. Classified/Graded by
☐ a. US Office of Pers Mgt ☒ b. Dept, Agency or Establishment ☐ c. Second Level Review ☐ d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Visual Information Specialist	GS	1084	11	ajl	2 Jun 98

16. Organizational Title (If different from official title)
Distance Learning Manager

17. Name of Employee (optional)

18. Dept/Agency/Establishment - National Guard Bureau

c. Third Subdivision - Information Management Office

a. First Subdivision - State Adjutant General

d. Fourth Subdivision -

b. Second Subdivision - ARNG, State Area Command Hq.

e. Fifth Subdivision -

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification: I certify this position has been classified/graded as required by Title 5 USC, in conformance with USOPM published standards or, if no published standards apply directly, consistently with the most applicable standards.

22. Standards Used in Classifying/Grading Position
USOPM PCS for: Visual Info. Series, GS-1084, May '91;
Audio-Visual Prod. Series, GS-1071, Jul '92; Public Affairs Series, GS-1035, Jul '81; GEG for Visual Arts Work, May '91.

Typed Name and Title of Official Taking Action

ANDY J. LIEPNIEKS

Personnel Management Specialist

Signature

Date

//signed//

2 Jun 98

Information For Employees. The standards and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or OPM. Information on classification/job grading appeals is available from the personnel office.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (Opt)										
b. Supervisor										
c. Classifier										

24. Remarks:

Released from NGB-HR-WC, CRA-98-1007

25. Description of Major Duties and Responsibilities (SEE ATTACHED)

25.

DUTIES:

This position is located in the Army National Guard (ARNG), State Area Command (STARC) Headquarters, Deputy Chief of Staff for Information Management (DCSIM), Information Management Branch. Its purpose is to plan, program, coordinate, and direct visual information through consultation, analysis, design, development, procurement, production, and/or reproduction of visual information (VI) products and services. May direct work to be accomplished by a Photographer and an Illustrator.

-- Plans and administers the state ARNG VI program. Oversees the development of immediate and long-term plans. Develops policies, directives, and standard operating procedures (SOP). Manages installation VI architecture and Table of Distribution Allowances (TDA) changes. Maintains close liaison with DA, NGB, federal and state agencies, business leaders, STARC staff and operational personnel to ensure efficient installation VI operations. Forecasts and executes the installation VI budget, to include procurement of equipment and supplies.

-- Manages the installation Distributed Training Technology (DTT) / Distance Learning Network (DLN). Establishes, coordinates and implements DTT/DLN policy and actions. Develops the business master plan through coordination with contractors, state, and federal agencies. Coordinates planning and utilization of DTT/DLN among DOD, DA, NGB, Federal and state governments, business, educational and community leaders. Serves as a member of the installation DTT/DLN Advisory Board.

-- Manages the installation Visual Information Support Center. Responsible for training and coordinating equipment usage. Manages stock videos, audio computer graphics, slides, photographs, line drawings and hardcopy clip art libraries (to include manuals, CD ROMs, videotapes, videodisks, computer based training tapes, etc.). Maintains installation defense visual information activity number (DVIAN) account. Coordinates VI usage logs and submits required reports to STARC and NGB.

-- Coordinates all activities related to the full range of VI products and services for the installation such as still photography (photo-chemical and digital video), manual and computer-generated graphics, presentation services (conference rooms and classrooms), VI equipment and product loan, video (acquisition, production, post-production and duplication), audio (production and duplication), video teleconferencing, closed circuit television, and master antenna and cable television. Coordinates with various outside agencies/contractors on projects that may involve research, procurement and installation of contract services.

-- Directs design of unique projects from inception to completion. Accepts or rejects customer produced or procured materials. Manages production of electronic and printed material in the form of newsletters, pamphlets, web pages, posters, and leaflets for various activities. Directs page layouts allowing for line art, photographs, graphs and other graphics. Selects appropriate graphics for the project and determines which will best express the intent of the material.

-- Analyzes statistical information, personnel data, or general descriptions of information to be visually depicted. Directs, through other specialists and/or users, the creation of graphs, charts, and diagrams in the form of transparencies, slides, displays, computer graphics, videotapes or hard copy. Selects appropriate visual media that will best represent the information to be presented.

-- Provides higher level management with VI products, services, consultation, facilities (studio or presentation room) and equipment to support functional areas, to include command and control, training, logistics, medical, personnel, special operations, engineering, and public affairs.

-- Performs other duties as assigned.

Factor 1 - Knowledge Required by the Position
1250

FL 1-7

-- Thorough knowledge of visual arts, videographic, and photographic methods and techniques and the subject matter supported or depicted to plan visual products and services that interpret subject matter content. Knowledge of the subject matter program area to develop original designs, concepts, or visual styles for publications, exhibits, or presentation material that present to the public the ideas of image desired, evoke certain viewer responses, or reduce the cost of production, installation, or maintenance of the visual product.

Factor 2 - Supervisory Controls

FL 2-4 450

-- Works under general supervision. Supervisor provides assignments in terms of overall objectives. Incumbent plans and carries out visual arts projects, resolving most conflicts that arise, integrating and coordinating the work of others, and interpreting policies. Incumbent consults with the supervisor or the client to develop specific ideas on the appearance and contents of the product (e.g., specific photos, videos, illustrations, typography, color scheme, or number of views to be illustrated). Completed work is reviewed only in terms of its effectiveness in meeting the overall objectives of the project and the degree of client satisfaction.

Factor 3 - Guidelines

FL 3-3 275

The subject matter is well defined and the aspects to be depicted are already decided. Formats or methods have not been specified in detail with total accuracy. Guidelines consist primarily of examples of previous similar, but not identical projects done for the organization; examples of similar, but not identical visual products found in books or magazines; or sketches, construction drawings, photographs, videotapes or other materials provided by clients. The employee uses judgment in transforming these ideas and visual materials into finished visual products that achieve the desired purpose and effect. The employee is expected to recognize where precedent projects, design specifications, or materials offered by clients must be adapted, decide how they should be adapted, and recommend these changes.

Factor 4 - Complexity

FL 4-4 225

-- The work involves varied projects requiring the application of a wide range of methods, techniques, materials, or art media. The projects are conventional, but no format or visual style has been specified and the employee must visually interpret the subject matter to be depicted. Visual products have been produced before on the same general subject matter and in the same general manner of presentation, i.e., illustration, publication, exhibit, sequence of

visuals to accompany a speech, training class, or briefing. The emphasis is on planning, research, and collaboration with persons knowledgeable in the subject matter to be depicted or presented.

The work requires decisions on how best to present specified subject matter information. These decisions include assessing whether there is sufficient subject matter information and visual material immediately available and identifying possible sources of additional information and material needed to develop a visual product. The employee also must decide which images, views, or artifacts to present and how to give particular visual emphasis to some of them through size, color, texture, variations in the degree of detail, typography, lighting, or location.

-- Projects typically require departing from past approaches used in the design or production of similar products in order to create a new visual effect, or to adjust to differences in time or money available, in location or space available, in certain details of the subject matter itself, or in aspects of the subject matter to be emphasized. Target audience can include community civilian population, junior enlisted to senior staff officers and congressional leaders.

Factor 5 - Scope and Effect

FL 5-3 150

-- The purpose of the work is to plan the details of developing a variety of conventional visual products that depict or present subject matter information or ideas. These visual products are conventional in that similar products have been produced in the past covering the same general subject matter and using the same general manner of presentation. Work products support and affect the adequacy of such activities as public information, training, developing technical publications, or conducting relations with professional communities associated with the work of the organization.

Factor 6 - Personal Contacts and Factor 7 - Purpose of Contacts

Matrix 2b 75

-- Due to the diversity of the target audience, the incumbent is required to coordinate with other staff sections, commanders, state and federal ,business, education and community leaders, and other individuals or groups outside the organization. The purpose of these contacts is to plan, coordinate, or advise on work efforts or resolve technical problems by influencing individuals or groups who are working toward mutual goals and are generally cooperative.

Factor 8 - Physical Demands

FL 8-1 5

-- Work is done primarily while seated, such as at a drawing board or computer keyboard, and requires no special physical demands.

Factor 9 - Work Environment

FL 9-1 5

-- The work is typically performed in an adequately lighted and climate controlled office and requires no special safety precautions.

EVALUATION STATEMENT

A. Title, Series and Grade: Visual Information Specialist, GS-1084-11

B. References:

1. USOPM PCS for Visual Information Series, GS-1084, dated May 1991
2. USOPM PCS for Audio-Visual Production Series, GS-1071, dated July 1992
3. USOPM PCS for Public Affairs Series, GS-1035, dated July 1981
4. USOPM PCS Grade Evaluation Guide for Visual Arts Work, dated May 1991

C. Background: A new organizational structure was established by ARNG FTS Staffing Guide, Volume XII, dated 1 Aug 97. The DOIM was reorganized and additional manning resulted in the Deputy Chief of Staff for Information Management (DCSIM) organization. This is one of several new position descriptions that have been written to accommodate the changes to the organizational structure and changes to the duties and responsibilities.

D. Series, Title and Grade Determination:

- D. 1. Series: The work in this position is most closely related to that found in the GS-1084 series which includes positions that perform work involved in communicating information through visual means. Work in this series includes the design and display of such visual materials as photographs, illustrations, diagrams, graphs, objects, models, slides, and charts used in books, magazines, pamphlets, exhibits, live or video recorded speeches or lectures, and other means of communicating. The work requires the knowledge and ability to apply the principles of visual design; knowledge of the technical characteristics associated with various methods of visual display; and the ability to present subject matter information in a visual form that will convey the intended message to, or have the desired effect on, the intended audience.

Other occupational series such as Audiovisual Production, GS-1070, and Public Affairs, GS-1035 were examined, but the analogy with this position was only partially applicable. Since the duties and responsibilities for this new position are projected, an audit 9 months to a year following the establishment of this position is recommended.

2. Title: All non-supervisory positions in the GS-1084 series are titled Visual Information Specialist.

3. Grade: See attached Factor Evaluation System (FES) Position Evaluation Statement.

E. Conclusion: Based on the above evaluation, this position is classified as Visual Information Specialist, GS-1084-11.

Classifier: Andy J. Liepnieks

Region: NGB-HRP-WC

Date: 2 Jun 98

FACTOR EVALUATION SYSTEM POSITION EVALUATION STATEMENT

FACTOR	LEVEL	POINTS	REMARKS
1. KNOWLEDGE REQUIRED	1-7	1250	
2. SUPERVISORY CONTROLS	2-4	450	
3. GUIDELINES	3-3	275	
4. COMPLEXITY	4-4	225	
5. SCOPE AND EFFECT	5-3	150	
6. PERSONAL CONTACTS and 7. PURPOSE OF CONTACTS	2b	75	
8. PHYSICAL DEMANDS	8-1	5	
9. WORK ENVIRONMENT	9-1	5	
TOTAL POINTS ASSIGNED:		2435	GRADE: 11

FINAL CLASSIFICATION: Visual Information Specialist, GS-1084-11

Classifier: Andy J. Liepnieks

Region: NGB-HRP-WC

Date: 2 Jun 98

DRAFT – DRAFT - DRAFT

ADDENDUM for Visual Information Specialist

27 February 2002

Position: Visual Information Specialist, GS-1084-11, 70175000

Location: Public Affairs Office, Helena, MT.

Incumbent: Vacant

25. This position is located in State Area Command (STARC) Headquarters (Public Affairs Office).
Incumbent will not due Distance Learning Network duties.

WAYNE R. LOSING, SMS, MT ANG
Personnel Staffing Specialist (Army)

DRAFT – DRAFT- DRAFT

ADDENDUM FOR ALL DUAL-STATUS POSITION DESCRIPTIONS**d. OTHER SIGNIFICANT FACTS**

Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws.